



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA
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NOTICE

New Guidance for Scanning Documents into CM/ECF

July 10, 2009

The Administrative Office (AO) has been working with the National Archives and Records Administration (NARA) regarding the archival preservation and continued use of scanned images in CM/ECF.

In 2001, the AO evaluated various methods for producing PDF documents and recommended a resolution of 200 dots per inch (dpi) as the standard scanning resolution for documents filed in CM/ECF. The United States Bankruptcy Court for the Northern District of Alabama (ALNB) adopted these guidelines when we began using CM/ECF in 2004. Since that time, however, the NARA has published higher standards for scanning resolution that better support archival preservation. The AO guidelines issued on July 1, 2009, recommends 300 pixels per inch (ppi) as the new standard scanning resolution for documents uploaded into CM/ECF.

ALNB requests that all CM/ECF filers increase their scanner resolution settings to 300 pixels per inch (ppi) to comply with the new AO guidelines. Accordingly, we have increased the maximum PDF file size limit allowed in CM/ECF from 1 MB (1,024 KB) to 1.5 MB (1,536 KB) to allow for higher scanning settings without requiring additional splitting of filed documents.

If you have any questions, please contact us at ecftrain@alnb.uscourts.gov.